



**Republic of the Philippines**  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY

Name of Procuring Entity: <b>SAMBULAWAN NATIONAL HIGH SCHOOL</b>	Request for Quotation ( P.R. No.) <b>2020 11-0001</b>
Revised on:	Date: <b>November 25, 2020</b>
Standard Form/ Title: <b>REQUEST FOR QUOTATION</b>	End-User: <b>Sambulawan National High School</b>

**COMPANY NAME:**

**ADDRESS:**

**TEL NO. / FAX NO.:**

Please quote your lowest price for the package described below, subject to the Terms and Conditions attached herewith and submit your quotation duly signed by your representative not later than 10:00 A.M./P.M. of 30 NOV 2020 in the return envelope attached herewith

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation
- Bidders shall submit original brochures showing certifications of the package, if applicable
- Agency may proceed with procurement upon receipt of three (3) quotation
- Winning supplier is required deliver first the item/s

**MARIA RENESA D. PAIRAT**  
 BAC Chairperson

LOT NO.	ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	PRICE QUOTATION
	1	STAMP PAD INK, purple or violet	2	bottle	
	2	PAPER, Multi-Purpose (COPY)a4, 70 gsm	100	ream	
	3	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	15	ream	
	4	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1	book	
	5	STAPLE WIRE, for heavy duty staplers, (23/13)	2	box	
	6	STAPLE WIRE, STANDARD, (26/6)	2	box	
	7	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2	piece	
	8	FLASH DRIVE, 16 GB capacity	6	piece	
	9	CORRECTION TAPE, film base type, Ul. 6m min	2	piece	
	10	ENVELOPE, DOCUMENTARY, for A4 size document	1	box	
	11	ENVELOPE, DOCUMENTARY, for legal size document	1	box	
	12	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1	box	
	13	ENVELOPE, MAILING, white, 70 gsm	1	box	
	14	ENVELOPE, mailing, white, with window, 70 gsm	1	box	
	15	FASTENER, METAL, 70mm between prongs	2	box	
	16	FILE ORGANIZER, expanding, plastic, 12 pockets	2	piece	
	17	MARKER, whiteboard, black, felt tip, bullet type	5	piece	
	18	MARKER, whiteboard, blue, felt tip, bullet type	5	piece	
	19	MARKER, whiteboard, red, felt tip, bullet type	5	piece	
	20	MARKER, PERMANENT, bullet type, black	5	piece	
	21	MARKER, PERMANENT, bullet type, blue	5	piece	
	22	MARKER, PERMANENT, bullet type, red	5	piece	
	23	PAPER CLIP, vinyl/plastic coat, length: 32mm min	2	box	
	24	PAPER CLIP, vinyl/plastic coat, length: 48mm min	2	box	
	25	PENCIL, lead, w/ eraser, wood cased, hardness: HB	2	box	
	26	DATING AND STAMPING MACHINE, heavy duty	2	piece	
	27	PUNCHER, paper, heavy duty, with two hole guide	2	piece	
	28	SCISSORS, symmetrical, blade length: 65mm min	6	pair	
	29	STAPLER, STANDARD TYPE, load cap: 200 staples min	6	box	
	30	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	5	piece	
	31	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5	piece	
	32	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5	piece	
	33	Ballpen, Black	5	piece	
	34	Ballpen, Blue	5	piece	
	35	Certificate Holder, A4	30	piece	
	36	Duct Tape	6	roll	
	37	Photo Paper, legal size	6	pack	
	38	Laminating Machine, A4	1	unit	
	39	White Board, 4 x 3	2	piece	
	40	GLUE, all purpose, gross weight: 200 grams min	2	jar	
		<b>ABC: Php 42, 835.19</b>			



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LOT NO.	ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	PRICE QUOTATION
2	41	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls	2	pack	
	42	FLOOR WAX, PASTE, RED	2	can	
	43	MOPHEAD, made of rayon, weight: 400 grams min	1	piece	
	44	RAGS, all cotton, 32 pieces per kilogram min	1	bundle	
	45	TRASHBAG, plastic, transparent	1	roll	
	46	Hand Sanitizer	6	bottle	
	47	WASTEBASKET, non-rigid plastic	2	piece	
<b>ABC: Php 2,232.38</b>					
3	48	CUTTER BLADE, for heavy duty cutter	2	piece	
	49	CUTTER KNIFE, for general purpose	2	piece	
<b>ABC: Php 92.82</b>					
4	50	Biometrics	1	unit	
	51	Office Chair	1	unit	
<b>ABC: Php 7,700.00</b>					
5	52	Office Table	1	unit	
	53	Podium	1	unit	
<b>ABC: Php 13, 200.00</b>					
6	54	Water Dispenser, Stand Type, Hot & Cold	1	unit	
	<b>ABC: Php 7,700.00</b>				
7	55	EPSON Printer, L3110	2	unit	
	56	Universal Ink, Epson, black	20	bottle	
	57	Universal Ink, Epson, cyan	10	bottle	
	58	Universal Ink, Epson, magenta	10	bottle	
	59	Universal Ink, Epson, yellow	10	bottle	
<b>ABC:Php 20, 900.00</b>					
<b>Total ABC: Php 94, 660.39</b>			<b>Total Quotation:</b>		

\* refer to Technical Specifications for details

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above

Printed Name/ Signature/ Date